

Center for Health Information and Analysis

SOFTWARE INSTRUCTIONS Group Adult Foster Care Cost Report For FY 2012 Filing

Minimum System Requirements

Computer/Processor: An IBM-compatible computer with a 486 66MHz processor (or higher)
Memory: 4 GB RAM
Hard Disk: 4 MB Available for a typical installation
Drive: 3 1/2" floppy diskette drive
Display: VGA or higher-resolution monitor; Super VGA recommended
Operating System: Microsoft Windows XP or higher operating system
Peripherals: Microsoft Mouse or compatible pointing device
Software: Microsoft Excel 2003 or higher.

Files Needed.

You need to download multiple files:

1 Microsoft Word file containing an electronic copy of this document.

[GAFCSOFTWAREINSTRUCTIONS2012.DOC](#)

1 Microsoft Word file containing an electronic copy of the preparation instructions.

[GAFCCOSTREPORTDIRECTIONS2012.DOC](#)

A Microsoft Excel file containing the cost report workbook.

Group Adult Foster Care Cost Report:

[GAFCCOSTREPORT2012.XLS](#)

If you are running Windows XP, Windows 7, Windows 8.

Create a folder called CostReport and copy the required files there.

Open the file from Excel.

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an *.XLS file named GAFCCRNN.XLS where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2012**, The file name should be GAFCCR12.XLS.

Save the GAFCCR12.XLS file to the CostReport folder you just created. Use only the GAFCCR12.XLS file and you will always have a clean workbook file as a starting point.

Save Your Work

When you are done entering data for a session, save the *.XLS file.

YOU must save your work! Save your work frequently to avoid re-work.

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Getting Help

Questions regarding the cost report should be directed to matthew.raffol@state.ma.us or you may call 617-988-3223 and ask for assistance regarding the Group Adult Foster Care Cost Report.

Submitting your Report

When you are ready to submit your report to CHIA, rename the GAFCCR12 file with your agency name as a prefix, i.e.: AgencyName_GAFCCR12.xls, Email the AgencyName_GAFCCR12.xls file to us as an email attachment.

Be sure your email contains your organization's name, the filing FYE, and the filename **AgencyName_GAFCCRNN.XLS where NN is the last two digits of the fiscal year.**

Email your filing as an email attachment to hcf.data@state.ma.us

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ATTENTION: Intake Coordinator